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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

## NPR 7120.5D

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2007

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Request Notification of Change (NASA Only)

## Subject: NASA Space Flight Program and Project Management Requirements

Responsible Office: Office of the Chief Engineer

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## APPENDIX D. Program Commitment Agreement Template

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### D.1 PCA Title Page

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<h2 style="margin: 0;">Program Commitment Agreement</h2>	
<p>(Provide a title for the candidate program and designate a short title or proposed acronym in parenthesis, if appropriate.)</p> <p>It is the responsibility of each of the signing parties to notify the other in the event that a commitment cannot be met and to initiate the timely renegotiations of the terms of this agreement.</p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Mission Directorate Associate Administrator	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Associate Administrator	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Figure D-1 Program Commitment Agreement Title Page

## D.2 PCA Template

### PROGRAM COMMITMENT AGREEMENT (PROGRAM TITLE)

#### 1.0 PROGRAM OBJECTIVES

Identify the broad program objectives. Describe the program's relationship to Mission Directorate goals, and objectives as documented in the Directorate's plan. Convey the public good of the program to the taxpayer, stated in a way that can be understood by the average citizen.

#### 2.0 PROGRAM OVERVIEW

Describe the strategy to achieve the above-mentioned objectives. Relationships with external organizations, other agencies, or international partners should be addressed if achievement of the program objectives is dependent on their performance. Identify the associated projects to be included in the program as of the writing date. Specify the type of program (i.e., single-project, uncoupled, loosely coupled, or tightly coupled) and the basis for that classification.

### **3.0 PROGRAM AUTHORITY**

Describe the NASA organizational structure for managing the program and projects from the MDAA to the NASA Center project managers. Include lines of authority and reporting, Center(s) responsibilities, the governing PMC(s) for the oversight of the program and its known projects, and the approving official for new projects. Identify any delegated decision authority, per Section 2.4.

### **4.0 TECHNICAL PERFORMANCE COMMITMENT**

Summarize the technical performance requirements, identifying baselines and thresholds needed to achieve the program objectives, as applicable. If the objectives include a technical performance target (goal) in addition to a threshold requirement, the commitment could be stated as a range. Demonstrate traceability to Agency needs, goals, and objectives and Agency requirements.

### **5.0 SCHEDULE COMMITMENT**

Identify the following key target milestones for each project in the program, such as:

1. Start of formulation.
2. Target date or timeframe for the SDR or MDR/PNAR.
3. Target date or timeframe for the PDR/NAR or the start of implementation.
4. Start of operations.
5. End of prime operations and/or disposal, if applicable.
6. Other milestones or time periods as appropriate for a specific program/project.

### **6.0 COST COMMITMENT**

Provide the estimated cost range for the program for the ten-year period beginning in the current fiscal year at a level of detail that identifies the approved individual projects. Identify the constraints and assumptions used to develop this estimated cost range and specifically identify those assumptions that drive the range. This cost range should contain all costs necessary to perform the program, including, but not limited to, customary project activities, required technology developments, facilities costs, launch vehicles, tracking, operations and sustainment, data analysis, and disposal. Reference the annual budget contained in the Integrated Budget and Performance Document (IBPD) for cost phasing. The cost range should be updated when program content changes, such as the addition of new projects entering implementation.

### **7.0 ACQUISITION STRATEGY**

Provide a brief statement of the proposed acquisition strategy for major elements.

### **8.0 HIGH RISK AREAS**

Identify the areas of highest risk for the program (covering safety, technical, institutional, cost, or schedule issues) in which failure may result in changes to the program/project baseline cost, schedule, or technical performance requirements. This section should identify, where possible, the specific risk drivers, such as high-risk technologies upon which the program is dependent, and mitigation options.

### **9.0 INTERNAL AGREEMENTS**

If the program is dependent on other NASA activities outside of the MDAA's control to meet program objectives, identify the required support and list any formal agreements required.

## 10.0 EXTERNAL AGREEMENTS

Explain the involvement of external organizations, other agencies, or international support necessary to meet the program objectives. Include a brief overview of the program/project relationships with such external organizations. Include an identification of the commitments being made by the external organizations, other agencies, or international partners and a listing of the specific agreements to be concluded. Any unique considerations affecting implementation of required NASA policies and processes necessitated by the external involvement should be clearly identified.

## 11.0 REVIEWS

Specify the type of reviews that will be performed during the life cycle of the program/project.

## 12.0 OUTCOMES

Identify the discrete set of expected deliverables (outcomes) that flow from the Agency goals and objectives, as defined in the Agency Strategic Plan.

## 13.0 WAIVERS

Identify known waivers that will be sought for the program. Provide rationale consistent with program characteristics such as scope, complexity, visibility, cost, safety, and acceptable risk.

## 14.0 PCA ACTIVITIES LOG

Provide and maintain a log of all PCA activities, including revisions that reflect all waivers to the original PCA. This log includes the information shown in Figure D-2 and may be supplemented with an attached addendum for each change, describing the change. The PCA should be updated to add approved projects or whenever substantial change makes it necessary.

				Termination	MDAA	Associate Administrator
Date	Event	Change	Addendum	Review Req'd	Signature	Signature
dd/mm/yy	Revalidation	None	N/A	No		
dd/mm/yy	Revalidation	None	N/A	No		
dd/mm/yy	Approval of new project	Addition of Project N	Ref. #1	No		

Figure D-2 Sample Program Commitment Agreement Activities Log

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